

	City of Casa Grande Development Center Policies & Procedures Staff Information Only	Effective Date: February 2, 2015
	“Rolling” Inspections	Date Reviewed: February 2, 2015
		Department of Primary Responsibility: Building Safety
		Policy Number: B – GP – 005 - 2015

The City realizes that the inspection load changes from day to day. The workload can even change while on a site because of issues discovered during the course of the inspection. Occasionally all scheduled inspections cannot be completed for the day.

Whenever there are more inspections than can be reasonably completed in a normal work day the Inspector is to discuss this work load issue with the Building Official. The Building Official will take one or more of the following actions, depending on the situation:

- a. Re-assign inspections to other Inspectors,
- b. Prioritize inspections so that a missed inspection will have minimum impact on a project's schedule,
- c. Discuss requested inspections with the GC to determine if they can be rescheduled.
- d. Require that the Inspector perform the inspection on an overtime basis.
- e. “Roll” the inspection to the next day.

If the Building Official decides that inspections must be “rolled” to the next day, the following shall occur:

1. The GC will be notified of the missed inspection, and be informed of the rescheduled date/time.
2. Any rolled inspections shall be rescheduled for the next earliest available date/time.